

# MSE

Materials  
Science &  
Engineering

## School of Engineering Key Request Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Employee Type: \_\_\_\_\_

### REQUIRED APPROVALS

Advisor: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Chair/Director: Dr. Lisa Klein

Key #	Room	Return By

*In return for the loan of the above-referenced key to me by Rutgers, The State University of New Jersey, I understand that the key is the property of Rutgers University; that I will not use the key other than for my personal use in the course of my employment at the University; that I will not allow use of the key by anyone nor will I attempt to duplicate nor allow anyone else to duplicate the key. In the event that this is lost or stolen, I will immediately notify the Key Representative who issued the key. I understand and agree that if I lose this key through carelessness or theft, that I may jeopardize my receiving a replacement key. It is my responsibility to return this key to the Key Representative in the event that I leave University employment or transfer to another department.*

Requester Signature: \_\_\_\_\_

Please fill out and email completed form to Nahed Assal: [nahed.assal@rutgers.edu](mailto:nahed.assal@rutgers.edu).